



# CITY OF NEWPORT BEACH

## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915  
www.newportbeachca.gov | (949) 644-3200

### PRE-CONSTRUCTION MEETING CHECKLIST

Address: \_\_\_\_\_

Permittee: \_\_\_\_\_ Permit #: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

| PROJECT SCOPE:                                 |  | YES | NO | N/A |
|--|--|-----|----|-----|
| <u>GENERAL REQUIREMENTS</u>                    | 1. Review inspection requests procedure, inspection sequence, re-inspection fee.             |     |    |     |
|  | 2. Discuss plan deviations and procedure to change approved plans.                           |     |    |     |
|  | 3. Specify licensed special inspection and final reports.                                    |     |    |     |
|  | 4. Specify structural observation reports.   |     |    |     |
| <u>SITE REQUIREMENTS</u>                       | 1. Line and grade survey requirements.   |     |    |     |
|  | 2. Height certification and language.  |     |    |     |
|  | 3. Undergrounding of utilities on site.  |     |    |     |
|  | 4. Review grading and erosion control BMP requirements.                                      |     |    |     |
| <u>REVIEW OF SPECIFIC PROJECT REQUIREMENTS</u> | 1. Easements, modifications, use permits variances, grease interceptors, etc.                |     |    |     |
|  | 2. Smoke and CO detection and egress windows.  |     |    |     |
|  | 3. Gas and Electric location and release.  |     |    |     |
|  | 4. Sewer cleanout backwater valve, etc.  |     |    |     |
|  | 5. Fire sprinklers – separate permit and inspection.   |     |    |     |
|  | 6. Door swing and landings, glazing identification, guardrails, etc.                         |     |    |     |
|  | 7. Certificate of Occupancy (no temporary allowed).  |     |    |     |
|  | 8. Work hours, encroachment permits, department referral signature card.                     |     |    |     |
|  | 9. Sanitation, site cleanliness, water pumped to storm drains, noise level and dust control. |     |    |     |
| COMMENTS                                       |  |     |    |     |
|  |  |     |    |     |
|  |  |     |    |     |
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